

REALTOR EXPENSES

Client: _____ ID# _____ Tax Year _____

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

Sales	
Advertising	
Appraisal Fees	
Business Cards	
Bank Charges	
Clerical	
Client Gifts/Flowers/Cards	
Courier Service	
Fees: Commissions Paid Escrow/Loan Fees Referrals	
Film/Processing	
Keys/Locksmith	
Lock Boxes	
Map Books	
Office Expense	
Open House	
Rent	
Sales Assistants	
Repairs	
Signs, Flags, Banners	
Food	
Software	
Photocopying	
Printing	
Tools	
Stationery	
Total	
Professional	
Dues	
E & O Insurance	
Legal Fees	
Licenses	
Memberships	
Multiple Listing	
Publications	

Professional (Continued)	
Continuing Education	
Resumes	
Seminars	
Total	
Telephone	
Long Distance Faxes	
Pay Phone	
Cellular	
2 nd Line	
Beeper/Pager	
Answering Service	
Other	
Total	
Equipment	
Attache Case	
Calculator	
Desk	
Camera	
Chair	
Filing Cabinet	
Cell Phone	
Tape Recorder	
Telephone	
Other	
Total	
Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	
Other Information	

